

12 AUG 1970

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff

FILE O & M I

SUBJECT : Support Bulletin

1. I believe that the Support Bulletin is a good device to disseminate information of interest to employees throughout the Agency, both headquarters and field. However, recently we have not had a concentrated effort to produce Bulletins often enough or with the appeal items of the degree I think we can.

2. I would like to try for at least three Support Bulletins a year. Up to this time the production of the Support Bulletin has largely been the responsibility of one individual who had to solicit articles from the various Offices. This has not been satisfactory as the interest has not been very great and the responsibility for preparing the Bulletin has not been shared.

3. I now propose to create a committee for the issuance of each Bulletin. The committee will be composed of representatives from the seven Offices of the DD/S and the Chief, Support Services Staff. These representatives will be charged by me with responsibility for producing the Bulletin. They will be given an appropriate time in which to do so. [redacted] of my staff will serve as advisor to the committee. The committee will be expected to organize itself and take all necessary actions to produce the Bulletin.

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4. In this manner we will have direct participation by each Office and appropriate responsibility at the same time. Each Office has many items of interest for a Support Bulletin, and all that needs be done is to surface these for appropriate publication. The Bulletin should be lively and interesting and the material exists to make it so. Here is an opportunity for junior officers with a flair for this type of work to make a real contribution.

5. I request that each addressee give this matter his personal attention and backing to assure that the committee members will make a meaningful contribution. Please submit the names of your designees by 14 August 1970 for the first committee operation. The committee will be expected to produce a Bulletin by 31 October 1970.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

DD/S:RLB:es (11 Aug 70)

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D-R-A-F-T

EO-DD/S:WEB:es (7 Aug 70)

Rewritten:

DD/S:RLB:llc (10 Aug 70)

DD/S 70-3329

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